

Federal Funding Opportunity

Request for Applications (RFA)

Executive Summary

Federal Agency Name: U.S. Department of Transportation
Federal Highway Administration
Office of Acquisition Management
400 Seventh Street, SW, Room 4410
Washington, DC 20590
Attn: Andre Sheppard, HAAM-40F

Funding Opportunity Title: ROAD SAFETY

Announcement Type: This is the initial announcement of this funding opportunity.

Funding Opportunity Number: RFA Number DTFH61-06-RA-00020

Catalog of Federal Domestic Assistance (CFDA) Number: 20.200

Dates: RFA Issue Date is June 4, 2006.
Application Due Date is July 5, 2006.

Direct Questions to: Andre Sheppard (202) 366-6010,
Andre.Sheppard@dot.gov

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. STATEMENT OF PURPOSE

The Federal Highway Administration (FHWA) hereby requests an application for assistance to result in the award of a cooperative agreement to support the public Road Safety program.

B. LEGISLATIVE AUTHORITY

Legislative authority to establish this is in Section 1411, Road Safety, of SAFETEA-LU:

(a) ROAD SAFETY.--

(1) IN GENERAL.--The Secretary shall enter into an agreement to assist in the activities of a national nonprofit organization that is dedicated solely to improving public road safety-

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(A) By improving the quality of data pertaining to public road hazards and design features that affect or increase the severity of motor vehicle crashes;

(B) By developing and carrying out a public awareness campaign to educate State and local transportation officials, public safety officials, and motorists regarding the extent to which public road hazards and design features are a factor in motor vehicle crashes; and

(C) By promoting public road safety research and technology transfer activities.

APPLICABILITY OF TITLE 23. ---Funds made available by this subsection shall be available for obligation in the same manner as if such funds were apportioned under chapter 1 of title 23, United States Code, except that the funds shall remain available until expended.

C. BACKGROUND

Road Safety is a primary emphasis area within the transportation community. Congress also shares the road safety concern and took legislative action to help. In the recently passed transportation reauthorization bill (SAFETEA-LU), Congress created a new program on Road Safety. The program makes available funding over 4 fiscal years to improve safety data quality; to develop a public awareness campaign on road hazards; and to promote public road safety research and technology transfer.

D. STATEMENT OF WORK

The statement of work will include the following tasks:

Task 1. Improve the quality of data pertaining to public road hazards and design features that affect or increase the severity of motor vehicle crashes.

- Identify agencies that have been successful in developing methodologies or techniques to identify crashes by frequency and severity and link them to the roadway environment in which the crashes occur. This ability to co-locate crashes with the roadway environment

enables the agency to examine for road hazard and design factors that may be contributing to the frequency and severity of crashes at particular location(s).

- The methodology should demonstrate its ability to identify reasons for the frequency and severity of crashes occurring within particular road segments through the identification of road hazards and design characteristics. Further, it enables the agency responsible for that road segment to direct its assets in a manner designed to enhance roadway safety.
- Develop an information packet and campaign that demonstrates the capabilities of this methodology and details how this methodology can benefit agencies in multiple ways. It should demonstrate the benefits to safety (eg. fewer crashes and less severe injuries) as a result of an agencies ability to identify road hazards and less-than-optimal design features. The report should also demonstrate the benefit of better utilization of resources and improved asset management.

Task 2 Develop a public service campaign to educate transportation officials, public safety officials, and motorists regarding the extent to which road hazards and design features are a factor in motor vehicle crashes.

- Develop a consistent branding scheme for the campaign
- Develop informational and educational programs for different audiences (transportation/public safety officials; and motorists)
- Conduct focus groups to determine public needs and perceptions of public road safety and what will effectively get them to modify their driving behavior.
- Conduct focus groups to identify a plan on how to get transportation/public safety officials to develop and implement effective road safety initiatives
- Develop materials (e.g. brochures) to promote public safety

Task 3 Promote public road safety research and technology transfer activities.

- Provide case studies, best practices, and evaluation tools in the areas of public safety research and technology transfer activities.
- Develop an Executive Summary PowerPoint presentation.
- Coordinate with AASHTO, TRB, and entities with public road safety research functions

Section 508

All electronic documents prepared under this agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View [Section 508 of the Rehabilitation Act \(http://www.access-board.gov/508/508standards.htm - PART 1194\)](http://www.access-board.gov/508/508standards.htm) and the [Federal IT Accessibility Initiative Home Page \(http://section508.gov\)](http://section508.gov) for detailed information. The following paragraphs summarize the requirements for preparing FHWA reports in conformance with Section 508 for eventual posting by FHWA to an FHWA-sponsored website.

- a. Electronic documents with images

Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as

“alt” and “longdesc” for all non-text images or place them in element content. For all documents prepared, vendors must prepare one standard HTML format as described in this statement of work AND one text format that includes descriptions for all non-text images. “Text equivalent” means text sufficient to reasonably describe the image. Images that are merely decorative require only a very brief “text equivalent” description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.

b. Electronic documents with complex charts or data tables

When preparing tables that are heavily designed, prepare adequate alternate information so that assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a non-linear form. Markups shall be used to associate data cells and header cells for data tables that have two or more logical levels of row and column headers.

c. Electronic documents with forms

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

SECTION II – AWARD INFORMATION

A. FUNDING

FHWA anticipates Federal funding in the amount of \$1,722,600 will be made available for this award subject to availability. FHWA anticipates this funding will be made available for this award subject to availability of funds based on the following schedule:

Agreement Year 1 (FY2006): \$430,650

Agreement Year 2 (FY2007): \$430,650

Agreement Year 3 (FY2008): \$430,650

Agreement Year 4 (FY2009): \$430,650

B. NUMBER OF AWARDS ANTICIPATED

FHWA anticipates making 1 award resulting from this RFA.

C. PERIOD OF PERFORMANCE

The period of performance for this cooperative agreement will be forty-eight months commencing from the effective date of the agreement.

FHWA anticipates the effective date of this agreement will be August 15, 2006.

D. TYPE OF AWARD

FHWA intends to award a Cooperative Agreement as a result of this RFA.

E. DEGREE OF FEDERAL INVOLVEMENT

FHWA anticipates substantial Federal involvement between FHWA and the Recipient during the course of this project. FHWA anticipates the Federal involvement will include:

- Technical assistance and guidance;
- Close monitoring during performance;
- Involvement in technical decisions; and
- Participation in status meetings including kick off meeting and annual budget reviews.

SECTION III - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Competition under this RFA is restricted to national, non-profit organizations.

B. COST SHARING OR MATCHING

There is no requirement for cost sharing.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION FORMS

The applicant shall complete all forms included in the Application Package for this RFA as contained at www.grants.gov. The applicant shall submit the application on-line at www.grants.gov.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Submit your application in the following format.

The application package shall consist of the following:

- SF424
- SF424A
- SF424B
- SFLLL
- Grants.gov Lobbying Form
- Attachments Form

- 1) Technical Application * - 25 page limit
- 2) Budget Application Detail* - no page limit

* Applicants may attach as many files as necessary to provide information requested below.

Note: Applications under this RFA are not subject to the State review under E.O. 12372.

Part I - Technical Application

NOTE: Limit technical applications to 25 pages.

In the event an application exceeds the 25-page limitation, the Government will evaluate only the first 25 pages of the proposal. The format of the above application shall be as follows:

1. Proposals shall be prepared on 8½ x 11 inch paper except for foldouts used for charts, tables or figures, which shall not exceed 11 x 17 inches. Foldouts shall not be used for text, and shall count as two pages.
2. A page is defined as one side of an 8 ½ by 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
3. Text shall be printed using a font size no less than 12 cpi.
4. Page margins shall be a minimum of 1 inch top, bottom and each side.

Technical applications must contain:

1. TECHNICAL & MANAGEMENT APPROACH:

The application shall include a program narrative statement that describes the technical and management approach. Describe in detail how you would proceed if awarded this agreement and how you propose to meet the program objectives.

2. STAFFING APPROACH:

- Provide a program organizational chart identifying proposed staff members assigned to the project. Include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time for each position.
- Provide brief resumes for the proposed Program Manager and other key personnel to include name, experience, education, and proposed role in project.

3. EXPERIENCE:

Provide a summary of the applicant's experience relevant to this project.

Part II - Budget Application

There is no page limit on budget applications.

Budget applications must contain:

1. Detailed spreadsheet and supporting information clearly delineating and supporting all estimated costs as follows for each year of the agreement and in summary form.
 - Provide labor categories, labor hours or percentage of time, labor rates.
 - Provide indirect rates and bases, include any audit information to support rates.
 - Provide supporting information to justify estimates for Other Direct Costs such as equipment, travel, etc.

Note: Travel will be reimbursed at cost in accordance with Federal Travel Regulations in effect at the time of travel.

2. If sub-recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, should be furnished:
 - Name and address of the organization or consultant.
 - Description of the portion of work to be conducted by the organization or consultant.
 - Cost details for that portion of work.
 - Letter of commitment from sub-recipient.
3. The use of a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is required on all applications for Federal grants or cooperative agreements. Please provide your organization's DUNS number in your budget application.
4. Evidence of non-profit status, preferably from the Internal Revenue Service.

C. SUBMISSION DATES AND TIMES

Applications must be received electronically through www.Grants.gov by 4:15 pm EST time on July 5, 2006.

The deadline cited herein is the date and time by which the agency must receive the application.

Late applications will not be reviewed or considered unless the Agreement Officer determines it is in the Government's best interest to consider the late application.

D. FUNDING RESTRICTIONS

FHWA will not provide any reimbursement of pre-award costs under this proposed agreement.

E. OTHER SUBMISSION REQUIREMENTS

FHWA uses www.Grants.gov for receipt of all applications. Applicants must register with www.Grants.gov and use the system to submit applications electronically.

In the event of system problems or technical difficulties with the application submittal, applicants should contact the FHWA point of contact designated on page 1. If applicants are unable to use the www.Grants.gov system due to technical difficulties, applicants must e-mail applications to the FHWA point of contact listed on page 1 no later than the application deadline cited above.

SECTION V – APPLICATION REVIEW INFORMATION

A. EVALUATION CRITERIA

Technical

FHWA will evaluate the applications against the following technical evaluation criteria (1, 2, 3, 4 and 5) listed below in descending order of importance with criteria 2 & 3 being of equal importance and 4 and 5 being of equal importance.

1. Understanding of the Government's Requirements and the Nature of the Work to be Performed.

The Government will evaluate the applicant's understanding of the program objective including: its relative understanding of the nature of the work to be performed under each prospective task and its proposed approach.

2. Qualifications of Key Personnel.

The Government will evaluate the qualifications of the Offeror's proposed Principal Investigator and Key Personnel on the basis of the relevancy and relative depth and breadth of their experience.

3. Team Staffing Capabilities

Relevant background and related previous experience of Other Staff for this project.

4. **Management Approach**

The Government will evaluate the quality of the Offeror's proposed management process.

5. **Experience**

The Government will evaluate each Offeror's experience as it relates to promoting and advancing public road safety issues on a national level.

Cost

In addition to the criteria listed above, relative cost will be considered in the ultimate award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable principles.

B. **REVIEW AND SELECTION PROCESS**

The Government will accept the offer that is considered the most advantageous to the Government.

The Agreement Officer is the official responsible for final award selections.

The Government is not obligated to make any award as a result of this announcement.

C. **ANTICIPATED ANNOUNCEMENT AND AWARD DATES**

FHWA anticipates making award on or about August 15, 2006.

D. **AWARD NOTICES**

If your application is selected for award, you will be notified and sent an award document for signature. Applicants not selected for award will be notified in writing by FHWA.

Only the Agreement Officer can commit the Government. The award document, signed by the Agreement Officer, is the authorizing document.

Notice that an organization has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the applicant.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. GOVERNING REGULATIONS

Performance under this cooperative agreement shall be governed by and in compliance with the following requirements as applicable to the type of organization of the Recipient and any applicable subrecipients:

- “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations (49 CFR 19)”, [*located at: <http://www.dot.gov/ost/m60/grant/49cfr19.htm>*];
- 2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions” [*located at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-16648.htm>*];
- 2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions” [*located at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-16650.htm>*]
- OMB Circular A-133, “Audits of States, Local Governments, and Non-Profits” [*<http://www.whitehouse.gov/omb/circulars/a133/a133.html>*];
- 2 CFR Part 215 (OMB Circular A-110), “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” [*located at: http://www.access.gpo.gov/nara/cfr/waisidx_05/2cfr215_05.html*]; and
- Any other applicable Federal regulation or statute.

2. RESPONSIBILITIES OF THE RECIPIENT

The Recipient shall provide overall program management. Specifically, the Recipient shall be responsible for the following, as a minimum:

- Performing the Statement of Work as described in Section I, Funding Opportunity Description.
- Coordinating and managing work, including issuing and managing subcontracts/sub awards and consulting arrangements, as necessary.
- Submitting all required reports including Quarterly Progress Reports and Annual Budget Reviews. (See Paragraph C of this Section, entitled Reporting.)

- Meeting with the FHWA Agreement Officer's Technical Representative (AOTR) as necessary.
- Participating in a kick-off meeting with the AO and/or the AOTR to discuss agreement expectations and procedures.
- Participating in Annual Budget Review meetings with the AO and/or AOTR.

3. TRAVEL AND PER DIEM

Travel and per diem authorized under this cooperative agreement shall be reimbursed in accordance with Federal Travel Regulations in effect at the time of travel. In addition, all non-domestic travel shall be approved by the AO prior to incurring costs. Travel requirements under this cooperative agreement shall be met using the most economical form of transportation available. If economy class transportation is not available, the request for payment vouchers must be submitted with justification for use of higher class travel indicating dates, times, and flight numbers.

4. AMENDMENTS

Amendments to this cooperative agreement may only be made in writing, signed by both parties for bilateral actions and by the AO for unilateral actions, and specifically referred to as an amendment to this cooperative agreement.

5. AGREEMENT OFFICER'S TECHNICAL REPRESENTATIVE (AOTR)

The AO has designated TBA as Technical Representative to assist in monitoring the work under this agreement. The AOTR will oversee the technical administration of this agreement and act as technical liaison with the performing organization. The AOTR is not authorized to change the scope of work or specifications as stated in the agreement, to make any commitments or otherwise obligate the Government or authorize any changes which affect the agreement funding, delivery schedule, period of performance or other terms or conditions.

The AO is the only individual who can legally commit or obligate the Government for the expenditure of public funds. The technical administration of this agreement shall not be construed to authorize the revision of the terms and conditions of performance. The Agreement Officer shall authorize any such revision in writing.

6. OBLIGATION CEILING RATIO

Pursuant to section 1102 of SAFETEA-LU, the FHWA is required to annually redistribute a portion of allocated program authorization. Funds available for subsequent years of this agreement shall be adjusted for each fiscal year, which may increase or decrease the total estimated funding available.

7. INDIRECT COSTS

Indirect costs are allowable under this agreement as follows:

<i>Indirect Rate Type</i>	<i>Rate (%)</i>	<i>Base</i>
<i>(Information to be filled in at award)</i>		

In the event the recipient determines the need to adjust the above listed rates, the Recipient shall notify the FHWA of the planned adjustment and provide rationale for such adjustment. In the event such adjustment rates have not been audited by a Federal agency, the adjustment of rates must be pre-approved in writing by the Agreement Officer.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

8. DATA RIGHTS

The Recipient shall make available to the Government copies of all work developed in performance with this cooperative agreement, including but not limited to software and data. The Government and others acting on its behalf shall have unlimited rights to obtain, reproduce, publish or otherwise use the data developed in the performance of this cooperative agreement pursuant to 49 CFR Part 19.36.

9. PAYMENT

The Recipient may request advances or reimbursement of costs incurred in the performance hereof as are allowable under the applicable cost provisions not-to-exceed the funds currently available as stated herein. The Recipient shall submit an original and one copy of the SF 270, Request for Advance or Reimbursement, no more frequently than monthly, to the AO address, and one additional copy to the AOTR address.

Advance Payments: The Recipient may be paid in advance, provided the Recipient maintains or demonstrates the willingness to maintain the following in accordance with 49 CFR Part 18 or 19 as applicable: (1) written procedures that minimize the time elapsing between transfer of funds and disbursement by Recipient, and (2) financial management systems that meet the standards for fund control and accountability. When these items are not met, reimbursement will be the method of payment.

Payment for Reimbursement: When requesting reimbursement of costs incurred, the Recipient shall submit supporting cost detail with the SF 270 to clearly document costs incurred. Cost detail includes a breakout of all costs incurred including direct labor, indirect costs, other direct costs, travel, etc.

The Agreement Specialist and the AO reserve the right to withhold processing requests for advance or reimbursement until sufficient detail is received. In addition,

reimbursement will not be made without AOTR review and approval to ensure that progress on the Agreement is sufficient to substantiate payment. After AOTR approval, the Agreement Specialist will certify and forward the advance or request for reimbursement to the payment office. *Note: Standard Forms may be located at <http://fhwa.dot.gov/aaa/hamhome.htm>.*

10. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of FHWA support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the cooperative agreement, in the following terms:

“This material is based upon work supported by the Federal Highway Administration under cooperative agreement No. DTFH61-06-(to be filled in)”.

All materials must also contain the following:

"Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Highway Administration."

11. SITE VISITS

The Federal Government, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the Federal Government on the premises of the Performing Organization or a subrecipient under this cooperative agreement, the Performing Organization shall provide and shall require their subrecipients to provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not duly delay work.

12. TERMINATION AND SUSPENSION

The Government may terminate this agreement in whole or in part, upon providing written notification to the Recipient, if the AO determines that a termination is in the Government's best interest or the Recipient defaults in performing the work and fails to cure the default within the time specified in writing by the AO.

13. BUDGET REVISION/REALLOCATION OF AMOUNTS

The Recipient is required to report deviations from budget and program plans, and request prior approval for budget and program plan revisions in accordance with CFR Part 19.25.

Note: The Recipient must obtain prior written approval from the Agreement Officer to transfer amounts budgeted for direct cost categories when the cumulative value of such transfers will exceed 10% of the value of Federal share of this agreement. When requesting such approval, a letter request suffices.

14. FINANCIAL MANAGEMENT SYSTEM

By signing this agreement, the Recipient verifies that is has, or will implement, a financial management system adequate for monitoring the accumulation of costs and in compliance with the financial management system requirements of 49 CFR Part 19. The Recipient's failure to comply with these requirements may result in agreement termination.

15. ALLOWABILITY OF COSTS

Determination of allowable costs will be made in accordance with the applicable Federal cost principles, e.g., Non-Profit Organizations-2 CFR Part 230; Educational Institutions-2 CFR Part 220. Disallowed costs are those charges to an agreement that the agreement agency or its representative determines to not be allowed in accordance with the applicable Federal Cost Principles of other conditions contained in the agreement.

16. AVAILABLE FUNDING

The total not-to-exceed amount of Federal funding that may be provided under this cooperative agreement is \$1,722,600 for the entire period of performance, subject to the limitations shown below:

- (1) Currently, Federal funds in the amount of \$_____ (to be filled in at award), are obligated to this agreement.
- (2) Subject to availability of funds, and an executed document by the Agreement Officer, \$_____ (to be filled in at award) may be obligated to this agreement.
- (3) The Government's liability to make payments to the Recipient is limited to those funds obligated under this agreement as indicted above and any subsequent amendments.

17. CENTRAL CONTRACTOR REGISTRY (CCR)

The Recipient must be registered in the CCR in order to receive payments under this agreement. Use of the CCR is to provide one location for applicants and Recipients to change information about their organization and enter information on where government payments should be made. The registry will enable Recipients to make a change in one place and one time for all Federal agencies to use. Information for registering in the CCR and online documents can be found at www.ccr.gov.

18. KEY PERSONNEL

The Recipient shall request prior written approval from the AO for any change in key personnel specified in the award.

19. PROGRAM INCOME

Program Income earned during the project period shall be retained by the Recipient and added to funds committed to the project by the Federal awarding agency and the Recipient and used to further eligible project or program objectives.

20. SUBAWARDS

Unless described in the application and funded in the approved award, the Recipient shall obtain prior written approval from the AO for the subrecipient, transfer, or contracting out of any work under this award. This provision does not apply to the purchase of supplies, material, equipment, or general support services.

21. DEBARMENT AND SUSPENSION REQUIREMENTS

The Recipient shall comply with the Subpart C of 49 CFR Part 29, Government Debarment and Suspension (Nonprocurement). Further, the Recipient shall flow down this requirement to applicable subawards by including a similar terms or condition in lower-tier covered transactions. See 49 CFR Part 29 for detail of the requirement. (Note: 49 CFR Part 29 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

22. DRUG FREE WORKPLACE

The Recipient shall comply with Subpart B of 49 CFR Part 32, Governmentwide Requirements for a Drug-Free Workplace (Financial Assistance). See 49 CFR Part 32 for details of the requirement. (Note: 49 CFR Part 32 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

B. REPORTING

1. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient shall submit all required reports and documents, under transmittal letter referencing the cooperative agreement number, as follows:

Submit one hard copy to the Agreement Specialist at the following address:

Federal Highway Administration
Office of Acquisition Management
400 Seventh Street, SW, Room 4410

Washington, DC 20590

Attention: (to be filled in at award)

Submit two hard copies and one electronic copy to the AOTR at the following address:

Department of Transportation
Federal Highway Administration
400 Seventh Street, SW, Room 3407
Washington, DC 20590

Attention: (to be filled in at award)

2. QUARTERLY PROGRESS REPORT

The Recipient shall submit two copies of the quarterly progress report to the AOTR and one copy to the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Final progress reports are due 90 calendar days after expiration of the award. Calendar Quarters are:

- (1) January – March
- (2) April – June
- (3) July – September
- (4) October – December

Each report shall contain concise statements covering the activities relevant to the project, including:

- (a) A clear and complete account of the work performed each quarter.
- (b) An outline of the work to be accomplished during the next report period.
- (c) A description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the cooperative agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered.
- (d) A section addressing how the results of the work performed supports one or more of the FHWA and Department of Transportation (DOT) strategic goals of safety, mobility, global connectivity, environmental stewardship, security, and organizational excellence.
- (e) A tabulation of the current and cumulative costs expended by quarter versus budgeted costs, including cost share.
- (f) SF269 or SF269A, Financial Status Report.

(g) If advance payments are used, SF272, Report of Federal Cash Transactions.

3. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient shall submit two copies of the Annual Budget Review and Program Plan to the AOTR and one copy to the Agreement Specialist 60 days prior to the end of each agreement year. The Annual Budget Review and Program Plan shall provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming agreement year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review shall contain a statement stating such. The Recipient will meet with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan shall not commence until AO written approval is received.

4. DELIVERABLES

TASK	DELIVERABLE DESCRIPTION	DATE (from award)
	FHWA review of 4 weeks before each deliverable is finalized	
1	Information Packet (PDF, Word, and 3 hardcopies)	15 months
2	Consistent Branding Scheme	24 months
2	Informational and educational programs for transportation/public safety officials	30 months
2	Informational and educational programs for motorists	30 months
2	Report on Focus Group Results for transportation/public safety officials (PDF, Word, and 3 hardcopies)	36 months
2	Report on Focus Group Results for motorists (PDF, Word, and 3 hardcopies)	36 months
2	Public Safety Brochures (5000 hard copies, PDF, Word)	42 months
3	Public safety research and technology transfer case studies, best practices, and evaluation tools (website with linked access to each report)	46 months
3	Executive Summary PowerPoint presentation (PowerPoint, PDF, Word, 3 hardcopies)	48 months

SECTION VII - AGENCY CONTACT

Address any questions to:

Andre Sheppard
Agreement Specialist
Federal Highway Administration
Office of Acquisition Management
400 Seventh Street SW, Room 4410
Washington, DC 20590

Andre.Sheppard@dot.gov (202) 366-6010

Secondary point of contact is Sarah Tarpgaard, Agreement Officer, (202) 366-5750,
Email Sarah.Tarpgaard@fhwa.dot.gov.